

Eligibility Requirements

	Experience	Education	Experience	Exam and Format
AKBD	2 years 1 year kitchen/bath experience 1 year related experience or education	30 hours of NKBA Professional Development or college education	2 professional affidavits Work verification form(s)	AKBD academic exam – computer-based
CKD/CBD	7 years 3 years full-time residential kitchen/bath design 4 years related experience or education	60 hours of NKBA Professional Development or college education	2 client references 2 professional affidavits Work verification forms	1. AKBD academic exam – computer-based and; 2. CKD/CBD design exam – computer-based or hand drafting
CMKBD	10 years beyond initial NKBA design certification 5 years kitchen/bath experience 5 years related experience	100 hours of NKBA professional development (includes AKBD/CKD/CBD coursework)	3 third-party endorsements	None - must possess both CKD and CBD certifications, one of which must be in good standing for 10 years
CKE/CBE	7 years 3 years full-time teaching experience in kitchen/bath design or interior design 4 years related experience or education	60 hours of NKBA Professional Development	2 professional affidavits	1. AKBD academic exam – computer based and; 2. CKD/CBD design exam – computer-based or hand drafting
CMKBE	10 years beyond initial CKE/CBE certification	100 hours of NKBA Professional Development (includes CKE/CBE coursework)	3 third-party endorsements	None – must possess both CKE and CBE certifications, one of which must be in good standing for 10 years.
CKBI	5 years 2 years full-time kitchen/bath installation experience 3 years related experience or education	N/A	2 client references with project portfolios 2 professional affidavits	CKBI academic exam – paper-based

Application, Examination and Certification Procedures

1. Submitting the paperwork – The complete application, including payment, college transcripts (where required) and all additional forms **must be submitted at least 12 weeks prior to the examination date**. The NKBA does not accept applications if payment is not included, nor does the NKBA invoice applicants for these fees. Payment will be accepted via personal check, credit card, or money order. Company checks will also be accepted, but **MUST** accompany each individual application. Completed application should be mailed **NOT** faxed to:

NKBA
687 Willow Grove Street
Hackettstown, NJ 07840

Certification applications received after the application deadlines are assessed a \$75 late fee or may be delayed until the following test date. No late applications are accepted more than 2 weeks past the deadline.

2. Review Process – Once your application is received by the NKBA, it is reviewed within 6 weeks' time.

- If you do not meet the experience requirements at the time of application, you are ineligible to take the certification exam until the requirement is satisfied. Required education must be completed 30 days prior to the exam.
- If you are denied because an affidavit or reference could not be accepted, or if additional clarification regarding your experience or education is needed, you are given the opportunity to re-submit that information.
- Re-submissions are accepted up to **six weeks** before the exam date.
- If you are unable to meet the qualifications for certification at the time of application, you have the option of delaying your exam until the necessary qualifications are satisfied or requesting a refund of your exam registration fees (application and late fees are non-refundable).

3. Approvals/Confirmation Process – Once your application has been approved the NKBA will mail you an initial confirmation letter, verifying your eligibility, examination type, examination date/window, and site. No candidate can assume they are registered for any exam without written confirmation from NKBA!

• Computer-Based Academic Exam Candidates:

After receiving initial notification of eligibility from the NKBA, NKBA's testing service, CASTLE Worldwide, Inc, will contact you via e-mail with a **Notice To Schedule (NTS)**.

- The NTS contains a login and password and directs you to their online registration system to select the date, time and site of your choice. To ensure that you receive your NTS, make sure your e-mail address is correctly written on your application and add the address ibt@castleworldwide.com to your "safe" list to avoid it being filtered as spam mail.
- You must register for your exam via CASTLE's website at least 15 days prior to your requested testing date. You may also register your requested test date by phone to CASTLE. If you are taking the design exam, as well, you may not schedule your AKBD exam on the same day.
- Your final confirmation and "ticket" into the exam is sent from CASTLE Worldwide, not the NKBA. **You must bring this letter with you to the test site or you will be denied entrance.**
- CASTLE provides all approved candidates with a tutorial of their computer-based software – this tutorial is also available through a link on www.nkba.org.

• Design Exam (Hand Drafting and CAD format) and CKBI Candidates:

After the candidate receives initial notification of eligibility from the NKBA, a final confirmation notice is sent approximately three weeks prior to the exam date.

- This final confirmation from the NKBA serves as your "ticket" into the exam. **You must bring this letter with you to the test site or you will be denied entrance into the exam.**

4. Cancellations/Postponements, Transfers, and No-Show

Cancellations/Postponements:

Academic Exam (AKBD):

A registered candidate may cancel an exam up to five business days in advance of his/her testing appointment by calling CASTLE or accessing CASTLE's website. A \$50 cancellation fee is payable to CASTLE at the time of cancellation. If the request is made fewer than business days in advance, the candidate is considered a no-show and must resubmit all exam and registration fees.

Design or CKBI Exam:

Candidates may cancel or postpone their exam in writing to the NKBA, up until three weeks prior to the test date for a fee of \$75. Or, candidates may choose to receive a refund or a credit for their exam registration fees only. Application and late fees are non-refundable. Any candidate who cancels or postpones their exam(s) within three weeks of the exam date does not receive a refund or credit for their exam registration fees.

Transfers:

Academic Exam (AKBD):

A registered candidate may transfer to a new test site or test date within the testing window up to five business days in advance of his/her testing appointment by calling CASTLE or accessing CASTLE's website. A \$50 transfer fee is payable to CASTLE at the time of rescheduling. If the request is made fewer than five business days, the candidate is considered a no-show and will lose all exam fees.

Design Exam:

A registered candidate may transfer from one test administration site and/or exam format within 30 days of the initial test date for a fee of \$75. The transfer request must be made in writing to the NKBA and accompanied by payment. The NKBA will not accommodate transfers less than 30 days prior to the initial test date.

For Example:

Candidate registered for:	Requests transfer to:	Transfer Fee
New York - Hand Drafting	Atlanta – Hand Drafting	\$75
New York – Hand Drafting	Los Angeles - CAD	\$75
Los Angeles – CAD	Denver – Hand Drafting	\$75
Los Angeles – CAD	Atlanta – CAD	\$75

NO-SHOWS:

All Exams (AKBD, CKD/CBD, CKBI) –

An approved candidate that does not appear and sit for the exam on their confirmed date at their confirmed test site is considered a no-show and must resubmit all exam and registration fees.

5. Preparing for the examination – All NKBA Certification Examinations, including the Associate Kitchen and Bath Designer (AKBD), Certified Kitchen Designer (CKD) and Certified Bathroom Designer (CBD), test on the NKBA's 31 Kitchen Planning Guidelines and 27 Bathroom Planning Guidelines, as well as the NKBA's newest training manuals, the Professional Resource Library.

The Professional Resource Library is a nine-volume educational resource series that covers design, product specification, business practices, and more. Its titles include: Residential Construction, Kitchen and Bath Systems, Kitchen and Bath Products, Kitchen Planning, Kitchen and Bath Drawing, Design Principles, Bath Planning, Kitchen and Bath Business Management, and Kitchen and Bath Project Management.

The NKBA also sells a certification study guide, which provides an examination overview, study tips, and practice exams. Local NKBA chapters often conduct study groups - check with your local chapter to participate. Exam tips are also offered via webinars. The NKBA also offers several professional development programs which can help candidates prepare for the certification exams. See the NKBA website for details.

6. Examination process – The NKBA certification exams are created by NKBA-certified kitchen and bath designers, under the direction of CASTLE Worldwide, Inc., a nationally recognized testing authority with expertise in certification and licensure examinations.

- **Academic (AKBD) Exam** is a computer based exam and consists of 200 multiple-choice questions that test both kitchen and bathroom competencies. The exam is administered at over 185 CASTLE testing centers throughout the United States and Canada. The computer-based exam must be completed within a three-hour time frame. The examination itself is divided into four major content categories as outlined in the NKBA's Role Delineation Study. These content categories are: Planning & Design, Construction/Mechanical Systems, Business Management, and Products/Materials. Approximately 40% of the exam questions are related to Planning and Design, 22% related to Construction/Mechanical Systems, 18% to Business Management, and 20% to Products/Materials.

- **CKD and CBD Design/Practical Exams** are design scenarios that must be completed within a six-hour time frame. The design is offered in both a hand-drafting format and CAD based format. The requirements for both formats are the same. These exams test practical skills in space planning, placement of fixtures, fitting knowledge, and basic presentation skills. The candidate is required to produce four project documents: a floor plan, construction/mechanical plan, elevation plan, and complete an NKBA specifications form. Scoring is divided into the following content categories: Graphic and presentation standards accounts for 24% of the exam questions Design Solution (Planning and Safety Floor Plan) for 33% Elevation Plan for 7% Mechanical/ Construction Plan for 13%; Specifications = 23%.

7. Scoring The academic and CKBI examinations are scored by CASTLE Worldwide, Inc. The CKD and CBD design/practical exams are scored by a panel of NKBA certified jurors in conjunction with CASTLE Worldwide, Inc. Each exam is scored independently by two different jurors. Juror reliability is continually monitored by NKBA and CASTLE.

After completing the CAD version of the design exam, candidates receive a simple completion message and notification that scores will be sent to the NKBA at the conclusion of the testing window. Results are mailed to candidates within 12 weeks of the conclusion of the testing window. Candidates that do not successfully pass either the academic or design exam, are mailed an exam registration forms so they may re-apply for the next exam.

A new application is **not** required for retesting, unless the candidate has a lapse in testing greater than two years; in that event a new application and \$75 application fee would be required. Registration forms for retesting must be submitted to the NKBA at least **six weeks** before the following exam date.

8. Special Arrangements – You may request special testing arrangements if you have a disability or religious obligation (the design examinations are usually offered on Saturdays) that does not allow you to adhere to the standard testing procedures or regulations. Requests must be made in writing at the time of application **at least 12 weeks prior to the examination date**. Requests must be accompanied by medical or religious verification, such as a letter from your physician or clergyman. Requests for special testing arrangements are individually evaluated by the NKBA's Certification staff. Candidates need to specifically state their request and are notified in writing of the decision within four weeks' time.

9. Appeals Process – If a candidate needs to challenge an exam, whether due to the conduct of the proctor, test site conditions, or errors on the examination itself, the challenge must be returned with the original examination packet or reported to NKBA within 30 days of the examination. Candidates who choose to pursue their challenge may file a formal appeal – an appeal entitles the candidate to request a re-scoring of their examination by a third juror for a fee of \$50. An exam challenge does not automatically ensure a passing score and **failure alone is not a valid reason for an appeal**. All appeal results are considered final.

10. Invoicing – Once the candidate successfully completes the certification exam, they are entered into the invoicing phase. During this phase, the candidate is mailed an invoice for their initial certification processing fee of \$100 and any applicable membership dues. Candidates cannot consider themselves certified simply because they pass the exam – certification is only finalized after the NKBA receives this \$100 fee and awards the candidate a certification packet.

Membership with the NKBA is a mandatory requirement for obtaining and maintaining certification. As an active certified member, you are required to pay an annual \$100 certification maintenance fee, submit an annual census, and pay annual membership dues (where applicable).

11. Certification – Once the NKBA receives the candidate's paid invoice, certification is issued. The candidate receives a certificate, NKBA membership packet, lapel pin, Code of Professional Conduct, and information on the Continuing Education Program (which requires 10 hours of continuing education every two years).